How to remove the other name information for a Type 1 NPI
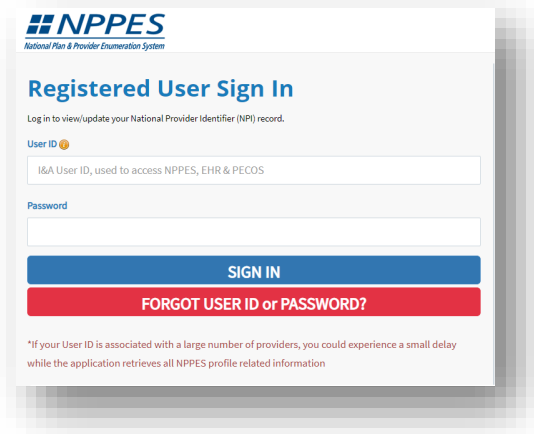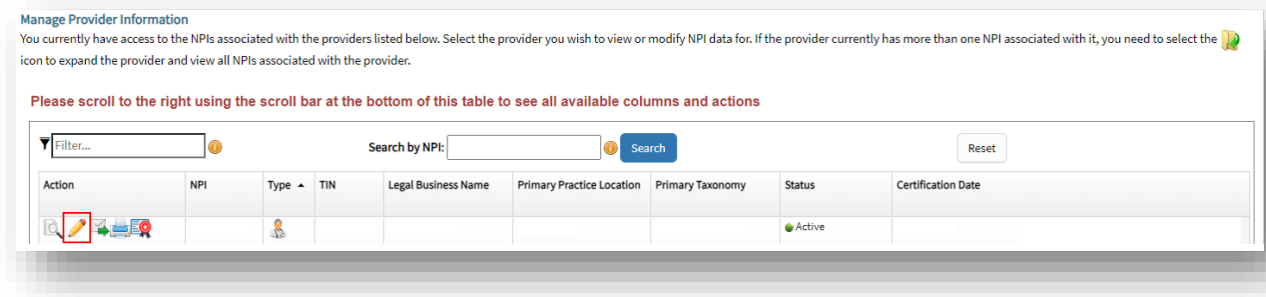
1. Sign In to NPPES by entering User ID and Password.
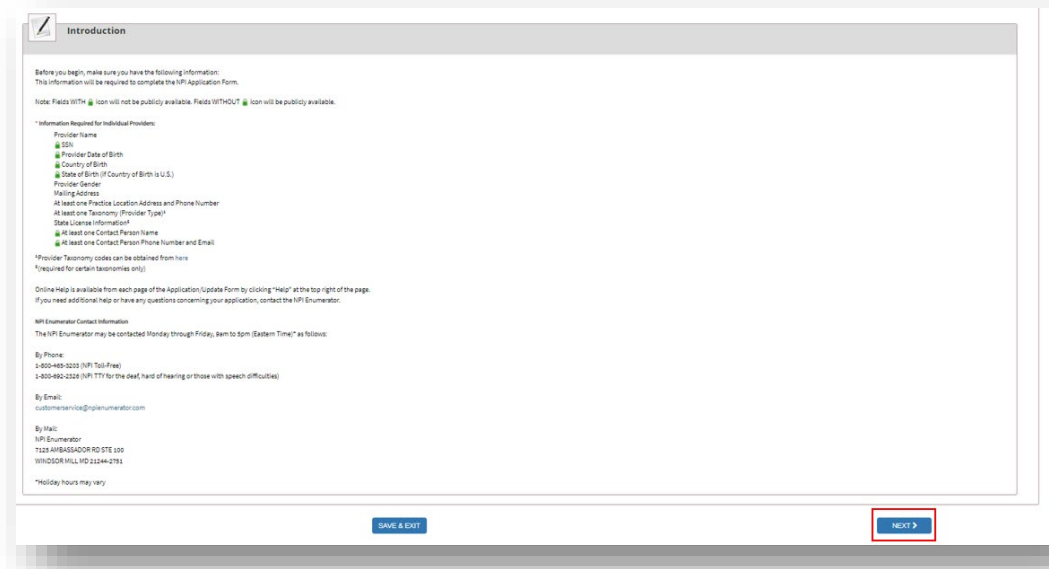

2. Click the Pencil icon within the Actions column for the NPI that needs to be updated.

3. Introduction page displays. Click 'Next' button to Profile page.

4. Provider Profile page displays. Select and clear out the Other First name, Other Middle name, Other Last name, and Credentials, if applicable.

Note: To remove the Prefix or Suffix, select the dropdown arrow to be able to select '--' option.

5. Click the drop-down box in Type of Other Name field and select the blank option to remove the type of other name.

6. Once all the above fields are removed, click 'Next' button to address page.

7. Address page displays. Click 'Next' button to Endpoint for Exchange Healthcare Informtion page.

8. Endpoint for Exchange Healthcare Informtion page displays. Click 'Next' button to Other Identifiers page.

9. Other Identfiers page displays. Click 'Next' button to Taxonomy page.

10. Taxonomy page displays. Click on 'Next' button to Contact Informtion page.

11. Contact Informtion page displays. Click on 'Next' button to Error Check page.

12. Error Check page displays. Click on 'Next' button to the Submission Certification page.

13. Submission Certification page displays. Check the check box to certify the information then click the Submit button.

14. User will get a Submission Confirmtion with a tracking number.

Submission Confirmation

Thank you. Your application will be processed. **Your Tracking number is :**

You have successfully submitted your Change Request to the NPI application.

An Email confirmation has been sent to the contact person(s) listed on this application. Please be sure to check the "junk" folder.

If you have any questions regarding this application or if a designated contact person doesn't receive the provider's NPI via email within 15 working days, please refer to the FAQ Menu.

If the submitted NPI application contains no errors or additional verifications, the enumeration or changes may be effective within the next 24 hours. If additional verification is required, processing may take up to 30 days.